

NH Medicaid Provider Revalidation



MMIS, 2 Pillsbury Street, Suite 200, Concord, NH 03301

All enrolled New Hampshire Medicaid providers--both individuals and groups--must revalidate their enrollment information every five years, in accordance with federal regulations. NH Medicaid providers were reenrolled beginning in the spring of 2012 in preparation for the new MMIS-Health Enterprise System. Therefore New Hampshire's 5-year revalidation started in June of 2017. Providers will be due to revalidate their information no later than five years from their enrollment date with New Hampshire Medicaid.

The provider revalidation process will be conducted exclusively online through the MMIS Portal. When it is time to revalidate your enrollment information, you will receive a revalidation notice through the mail and it will also be posted on your MMIS Message Board. The MMIS Portal will not allow a provider to begin their revalidation until their provider number has been selected for revalidation.

Providers will have 60 days from the date of the revalidation letter to complete and submit their provider revalidation. A provider's claims could be suspended if their Revalidation is not completed. Call the NH Medicaid Provider Call Center if you have questions while doing your Revalidation: 866-291-1674

Is any documentation required with Revalidation?

The only document needed with Revalidation is the Signature Page, which must be printed, signed and uploaded before submitting your Revalidation. For instructions, please read *How to Upload Signature Page* (<https://www.dhhs.nh.gov/ombp/medicaid/documents/upload-signature-page.pdf>)

Do you have current MMIS login credentials?

It is critical that providers keep their **MMIS login credentials current** so one can start their Revalidation when notified. If a current user has not logged into their MMIS account for 30 days, the user will get a message that their account is inactive. The user has to call the NH Medicaid Provider Call Center at 866-291-1674 to activate their account. If the user has not logged into MMIS for 90+ days, the system will drop the user ID because of inactivity and the provider has to complete the *NH MMIS Health Enterprise Portal Registration Form* (<https://www.dhhs.nh.gov/ombp/medicaid/documents/portal-reg-form.pdf>) The completed form has to be mailed, emailed, or faxed to the address at bottom of form.

Additional Resources:

For more information, please read the *Provider Revalidation FAQs* (<https://www.dhhs.nh.gov/ombp/medicaid/documents/provider-reval-faq.pdf>)

For a step-by-step guide on completing Revalidation on the MMIS portal, please review the *Provider Revalidation presentation*. (<https://www.dhhs.nh.gov/ombp/medicaid/documents/provider-revalidation-presentation.pdf>)